



Kentucky Department for Libraries and Archives
Local Records Program

Grant Application

Please review *Local Records Grant Guidelines* and consult with your *Regional Administrator* before completing this form. Use extra sheets if necessary and attach three written, itemized, project bid proposals for each project section. Please send the completed forms to:

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
Frankfort, Kentucky 40602-0537

Part A: Contact Information

Applicant Name: LESLIE A. MCCARTY

Applicant Title: DAVIESS COUNTY CLERK

Office Address: P.O. BOX 609
OWENSBORO, KY 42302-0609

Phone Number: 270-685-8432

Email Address: LMCCARTY@DAVIESSKY.ORG

Federal ID Number: 46-2259991

Part B: Project Summary

Total Funds Requested: \$ 16,163.75

Please provide a complete description of the proposed project. Describe the project scope and the anticipated finished product(s). Explain why these records were selected for preservation as well as their historical significance and relevance to the community. Provide proposed methods for handling the records to ensure they conform to generally accepted archival and records management standards. See the guidelines for additional examples and attach additional sheets, if needed.

The office of the Daviess County Clerk seeks to digitize 112 Miscellaneous Books and 49 Will Books along with security microfilming 38 of these aforementioned Miscellaneous Books as well as 3 Will Books (this will complete the microfilming of earliest parts of these volumes). These books represent historically significant documents used for land transaction, the transference of personal property, as well as genealogy. The project will not only complete the remaining digitization of these volumes for the public but will result in the creation of approximately (8) rolls of security microfilm, which will be stored in KDLA's security vault. This will allow for faster and more efficient access to the records. Digital images will also reduce the wear on the original records to assist with their long-term preservation. We have selected Courthouse Computer Systems for the digitization of these records and Cott Systems for the microfilming. The Courthouse will scan these documents on site over a period of a couple of weeks and provide us the digital data. We will then get it to Cott for microfilming. Cott will then send all quality control approved work to KDLA and provide copies to our office. We will ensure that the digital scans are uploaded to our system. Our staff will work with the vendors to ensure that the records project conforms to archival standards.



Kentucky Department of Libraries and Archives Local Records Program

Plan of Work

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

Section 1

Vendor Name: Courthouse Computer Systems
Vendor Address: P.O. Box 9393
Chapel Hill, NC 27515
Vendor Phone and Email: 919-636-2972/ chuck@courthousecomputersystems.com

Purpose: Security Microfilming ☐ Digitization ☒ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Deed Books A-Z</i>	<i>1799-1858</i>	<i>L1317</i>	<i>\$6,255</i>
Miscellaneous Books #1-112	1975- 1998	L1753	\$9600
Will Books #1-49	1974- 2005	L1314	\$4190
Diazo Cost for _____ Copies			
Quality Control (Add 12.5% of the microfilming cost)			
Total Cost			\$13,790

Section 2

Vendor Name: Cott Systems, Inc.
Vendor Address: 2800 Corporate Exchange Dr.
Columbus, OH 43231
Vendor Phone and Email: _____

Purpose: Security Microfilming ☒ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Shelving</i>	<i>N/A</i>	<i>N/A</i>	<i>\$9,040</i>
Miscellaneous Books #1-38	1975- 1984	L1753	
Will Books #47-49	2003- 2005	L1314	
Vendor Total Cost for Microfilming			\$2110
Diazo Cost for ⁸ _____ Copies	Included in the Vendor Total Cost		
Quality Control (Add 12.5% of the microfilming cost)			\$263.75
Total Cost			\$2373.75

****Please Attach Additional Sections, if needed.****



Kentucky Department for Libraries and Archives Local Records Program

Commitment of Local Government:

Explain the local government's commitment to a comprehensive records management program (appropriate disposition of records, designation of a records officer, and training of records personnel in records management techniques). Please detail how your office will commit resources to this project (adequate office, storage or working space; personnel; supplies; equipment; or a monetary contribution).

The Daviess County Clerk's Office adheres to the KDLA's Record's Retention Schedule and attends training through the Kentucky County Clerk's Association to stay up-to-date on Record's Management. For this project, our staff will provide space and logistical support for the vendors to complete the project along with anything else they might need. Upon completion and quality verification of the project, we will disburse payment for the vendors' services. The Clerk's Office will continue to include in its yearly budget funds used for software and equipment for Records Retention Purposes.

Are these records stored in secure, fire resistant facilities? If no, please explain how the project will safeguard the records in questions.

Yes ☐ No ☒

The records in question are stored in one of the Courthouse Record's Rooms. This room like others throughout the building has a fire detections system; however no sprinklers nor a fire-retardant system is place. The facility is monitored by this system as well as a security and camera system.

Is access to these records in compliance with the state's Open Records Law (KRS 61.870-876) and in an area with proper security and supervision? If no, please explain how this project would ensure compliance.

Yes ☒ No ☐



Kentucky Department for Libraries and Archives
Local Records Program

Part C: Project Outcomes

1. How will this project ensure the preservation of and/or increase public access to these records? What benefit will this project be to your agency and community? How will you disseminate information about this project and its outcomes to the public?

This project will assist our office and the public in multiple ways. First, the microfilm will provide an extra level of security for the records and be stored off-site. The digital images will be loaded into our system which will allow for faster and more efficient access to the records for our staff as well as the public. Digital images will also reduce the wear on the original records to assist in long-term preservation. Upon receipt of a grant, we do post a press release as well as notify Fiscal Court and our social media platforms of our project.

2. Did you consult with your Regional Administrator while completing this application? Yes ☒ No ☐

3. Can these records be removed from the office during the project? Yes ☐ No ☒ N/A ☐

4. In what format do these records exist? Select all that apply.

Paper ☒ Electronic Files ☐ Microfilm ☒ Microfiche ☐ Aperture Cards ☐

Other: Will Books 1-46 and Misc. Books 39-139 are microfilmed

5. Can this project be completed within a single grant cycle (18 months)? Yes ☒ No ☐
(grant cycle for Salary grants is 48 weeks)

6. Additional information/comments:

The Daviess County Clerk's Office appreciates the opportunity to apply for this grant as well as the assistance we received from our Regional Administrator.



**Kentucky Department for Libraries and Archives
Local Records Program**

Part D: Certification

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request by the Department, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.


Authorized Local Government Official

Leslie A. McCarty, Clerk

Typed or Printed Name and Title

April 9, 2019

Date


Official Custodian of Records

Leslie A. McCarty, Clerk

Typed or Printed Name and Title

April 9, 2019

Date



Leslie A. McCarty
Daviess County Clerk

INVITATION FOR BID PROPOSAL

The Office of the Daviess County Clerk's Office is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

Special Conditions

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives, or from offerers who use certified laboratories to process their microfilm.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Offerers will supply all required diazo copies to the Kentucky Department for Libraries and Archives of any microfilm created as a result of the project once the primary copy has cleared quality control.
5. Roll microfilm used in this project must be polyester based.
6. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
7. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
8. Offerers for services must make an on-site examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the on-site examination was made.
9. Clarification of terms, descriptions, conditions or specifications for equipment/supplies is the sole responsibility of the offerer.
10. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
11. Offerers must provide services or materials within the term of the grant following the beginning of the FY 2020 and subsequent availability of state funds.
12. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
13. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
14. Written proposals must be received no later than March 15, 2019 to be considered.

Leslie A. McCarty, County Clerk
Signature/Title

Leslie A. McCarty
Printed Name

2-22-19
Date



P.O. BOX 609 • OWENSBORO, KENTUCKY 42302-0609
RECORDING DEPT. (270) 685-8434 • AUTO/BOAT DEPT. (270) 685-8420
FAX (270) 685-2431 OR (270) 686-7111
R 08/2018



Leslie A. McCarty

Daviess County Clerk

ATTACHMENT A

February 22, 2019

Digitize Will Books and Miscellaneous Books in the Daviess County Clerk's Office and provide the clerk with TIFF images. Scanning must be done in the clerk's office.

Digitize the Following permanent records:

112 Miscellaneous Books, #1-112 (1975-1998) L1753*

*The Miscellaneous Books in the Daviess County Clerk's Office include Oil and Gas Leases, Encumbrances, Power of Attorneys, and Articles of Incorporations.

49 Will Books, #1-49 (1074-2005) L1314

NOTE: It is the sole responsibility of the prospective bidder to evaluate volume conditions, sizes, sheet/page counts, images and any other aspect of this bid not explicitly express in these specifications.

Bids must be returned to this office by March 15, 2019

IF YOU DO NOT WISH TO BID, PLEASE SUBMIT A NO BID

If you have any questions, please contact:

Leslie A. McCarty, Daviess County Clerk
Daviess County Clerk's Office
P.O. Box 609
Owensboro, KY 42302-0609



P.O. BOX 609 • OWENSBORO, KENTUCKY 42302-0609
RECORDING DEPT. (270) 685-8434 • AUTO/BOAT DEPT. (270) 685-8420
FAX (270) 685-2431 OR (270) 686-7111



Leslie A. McCarty
Daviness County Clerk

Addendum to Previous RFP/ Extension of Deadline

Clarifying Details for Project: The Clerk's Office expects that vendors would initially scan images from the Will and Miscellaneous Books, and then during the quality control process, book pages that have image issues could be scanned from the originals (this is specific to Will Books). Our office doesn't expect the Wills to be scanned solely from the originals on file.

In addition to this clarification, please know that we will extend the opening of the bids to 3:00PM CST, March 22, 2019. If you have already submitted a bid and to make adjustments, please mark your updated bid as "updated proposal" so that we use this one in the comparison. As always, thank you for your time and consideration.

ATTACHMENT A
February 21, 2019

Digitize Will Books and Miscellaneous Books in the Daviness County Clerk's Office and provide the clerk with TIFF images. Scanning must be done in the clerk's office.

Digitize the Following permanent records:

112 Miscellaneous Books, #1-112 (1975-1998) L1753*

*The Miscellaneous Books in the Daviness County Clerk's Office include Oil and Gas Leases, Encumbrances, Power of Attorneys, and Articles of Incorporations.

49 Will Books, #1-49 (1074-2005) L1314

NOTE: It is the sole responsibility of the prospective bidder to evaluate volume conditions, sizes, sheet/page counts, images and any other aspect of this bid not explicitly express in these specifications.

Bids must be returned to this office by March 22, 2019

IF YOU DO NOT WISH TO BID, PLEASE SUBMIT A NO BID

If you have any questions, please contact:
Leslie McCarty, County Clerk
Daviness County Clerk's Office
P.O. Box 609
Owensboro, KY 42302-0609



P.O. BOX 609 • OWENSBORO, KENTUCKY 42302-0609
RECORDING DEPT. (270) 685-8434 • AUTO/BOAT DEPT. (270) 685-8420
FAX (270) 685-2431 OR (270) 686-7111



P.O. Box 9393
Chapel Hill, NC 27515

Bid Response

March 14, 2019

Prepared For:

Leslie A. McCarty
Daviness County Clerk
P.O. Box 609
Owensboro, KY 42302

Thank you for allowing us to submit a bid proposal for your Scanning project. We look forward to partnering with your office to increase the accessibility of your records.

Scanning

112 Miscellaneous Books, 1-112 \$9600.

49 Will Books, 1-49 \$4190.

Onsite Inspection Conducted 3/8/2019

Total Cost: \$13,790.00

Sincerely,

A handwritten signature in black ink that reads 'Chuck Roederer'. The signature is written in a cursive, flowing style.

Chuck Roederer



P.O. Box 9393
Chapel Hill, NC 27515

March 26, 2019

Prepared For:

Leslie A. McCarty
Daviness County Clerk
P.O. Box 609
Owensboro, KY 42302

The cost for converting to microfilm for only Wills 47-49 and Miscellaneous Books 1-38 is \$2400.00

Sincerely,

Chuck Roederer



Updated Proposal - Response to Bid

Micrographic Services

Leslie A. McCarty, County Clerk
Daviness County, Kentucky

March 19, 2019

Cott Systems, Inc
2800 Corporate Exchange Dr.
Columbus, OH 43231
(800) 234-2688 | www.Cottsystems.com

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Leslie A. McCarty
Daviness County Clerk's Office
212 St Ann Street
Owensboro, Kentucky 42302

Cott Systems, Inc. is pleased to respond to the Invitation for Bid Proposal for Micrographic Services for Daviness County Clerk's Office. Our extensive experience within the local government industry uniquely positions our company to effectively and efficiently meet the needs of your office today and in the future. Cott Systems is a 3rd generation company providing document recording solutions to local government for more than 130 years. Headquartered in Columbus, Ohio, Cott Systems is dedicated to serving the information management needs of local offices like yours.

Our services will be delivered by a team of experienced and knowledgeable professionals who will support you during all phases of the project. Sheila Shafer, who represents Cott Systems in Kentucky, is authorized to serve as your contact regarding our submission. Sheila's contact information is below:

mobile: (513) 910-9206

e-mail: sshafer@cottsystems.com

Thanks again for the opportunity to provide microfilm services. We look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Helibusch".

Mark Helibusch | President

Cott Systems, Inc. | 2800 Corporate Exchange Dr. | Columbus, OH 43231
o) 800-234-2688 | e) mhelibusch@cottsystems.com

SECTION 1:

Cott Systems Company Overview



An innovator in public records management for more than 130 years, Cott Systems is today's technology leader for recording, imaging, and searching land and court records. We deliver new technologies and services for local governments by employing real-time information and workflow automation, data management and migration, professional services, hosted cloud computing, and disaster planning services.

Our deep roots in the records management industry have given us experience and knowledge unmatched in the market. As we continue to expand our innovative systems for recording, imaging, and searching records, Cott Systems not only builds effective solutions that save local government offices time and money, we build partnerships that our customers and their constituents can count on. We collaborate with our customers to ensure their experiences with our company and software solutions are of the highest value. Our industry-leading research and development process includes significant customer involvement.



States with installed Cott Systems

Headquartered in Columbus, Ohio, Cott Systems, Inc. is a privately held corporation certified by the Women's Business Enterprise National Council (WBENC). Cott Systems is actively involved in many industry organizations such as IGO, PRIA, and state associations. While we continue to grow our staff with new talent, we also have an impressively tenured workforce of over 80 full-time associates with many reaching 20, 30, and even 40 years of service. For more information on Cott Systems, please visit our website at cottsystems.com.

History of Products and Services

Cott Systems has been delivering innovative products and services since our inception in 1888, when we served local governments by designing innovative manual index systems. As early as the 1930s, our staff was reindexing old, inefficient systems into Cott Systems developed indexes praised by the searching public for their effectiveness. You can still find many of these paper-based indexes in county offices today.

With the rapidly changing world of technology, we enhanced our relationship with local governments by expanding our company as a service bureau in 1964. As computer advancements became more affordable, we continued to develop systems that made it possible for local governments to improve efficiencies, generate revenue, and dramatically improve service to their constituents. Since installing our first modern records management solution in 1993, Cott Systems continues to capitalize on new technology as we refine and enhance our software and services.

Our accumulated experience drives today's innovative systems for recording, imaging and searching land, court, and other official records in 20 states. Decades of dedication have made us the leader in records management. Our data and image expertise combined with the talents of our technology solutions team make it possible for

Cott Systems to provide all the services a county recorder, town clerk, or register of deeds needs to meet the goals of preserving and modernizing the rich history of their jurisdiction.

Cott Systems Today

Cott Systems offers an extensive array of products and services that help local government officials preserve, protect, record, and digitize the important public records entrusted to their care:

- Our newest land records solution, RecordRoom, is a web-based system that offers the latest cloud technologies with a simple, easy-to-use interface.
- Online Index Books delivers digital representation of original historical records and indexes online to the viewing public.
- Our robust Resolution3 land records management system provides all the tools for recording land record documents, including online system access, eCommerce, eFiling, and eRecording.
- Verdict case management system is a comprehensive solution for the entry, management, and disposition of court cases in local Clerk of Court offices.
- Cott iQ is our revolutionary intelligent search that crosses all of our product offerings and powers RECORDhub, our new revenue-generating public access solution.
- Complementing our software systems are data and imaging services that include historical redaction, backfile imaging, reindexing, books, binders and paper, index printouts, and microfilm.

The Cott Systems Philosophy

Our people and technology have focused on one goal for more than 130 years: helping local land records officials and clerks of court deliver exceptional service to the public. Superior products and extraordinary services drive our growth. To succeed, we continue to focus on a culture of innovation and execution. We pride ourselves on three company values:

- 1 **Innovation** – We continuously push research and development forward with one objective - helping our customers advance to the next level of efficiency, service, and data integrity. This investment has resulted in 13 pioneering products since 2005 that lead the industry with cutting-edge technology.
- 2 **Customer Service** – Our people care about this business and our customers' success. Our associates are driven to help our customers solve issues and implement programs that support their operations. We are committed to creating and maintaining the highest level of customer satisfaction.
- 3 **Dedication and Experience** – Our focus on the officials responsible for records management in local government is possible because our dedicated team has a wealth of experience and knowledge. Cott Systems is committed to protecting our greatest asset by offering competitive compensation packages and a friendly, family-oriented work environment

SECTION 2: Micrographic Services



Microfilm allows you to archive copies of your essential documents in a format that can last for hundreds of years when handled and stored properly. Microfilm also serves as an important defense against the loss of data due to disaster. When created from digital images, microfilm providing superior quality compared to traditional methods using a camera. Digital imaging offers enhanced quality-control features, and microfilm created from digital images can be produced as high quality silver copies. Cott Systems has decades of experience producing security microfilm for our clients. Our lab is Eastman Park certified for document processing, so you can be sure you are getting the highest quality microfilm.



Since 2013,
Cott Systems has worked with over
200 customers to produce:

10,000+ rolls of microfilm

Containing more than
22 million images

When we receive your images, we will review and compare them against previous images to verify that no data gaps exist. If a gap appears, we will contact you to identify the issue and help resolve the problem. When this step is complete, the series of images is officially logged and an internal workflow sheet is generated. To ensure quality, we track each image, inspecting them for discrepancies before committing any images to microfilm. Image suitability and quality are assessed, and images are prepared in accordance with current state-mandated microfilm requirements for optimal density levels, reduction ratios, and diverse target sheets. Using laser technology, the digital data is transferred

onto microfilm, and then the microfilm is developed. Each roll of microfilm must pass our rigorous quality control inspection. Finish film is labeled to identify its content and matched against the workflow sheet prior to its release. In addition, directories of the microfilm contents are incorporated into the film. Your finished film will meet all state requirements American National Standards Institute [ANSI] archival requirements for permanent records.

Superior Microfilm Service from Cott Systems

- Computer logging and tracking of each image ensure
- Frequent, random quality checks and recommendations for remediation, if needed
- Inspection for and notification of suspected missing data
- Sequential placement of missing pages before committing images to microfilm
- Meets or exceeds all state and industry archival guidelines

Sani Alisic, Data & Image Services Senior Manager, has been with Cott Systems for over 20 years and for the past 12 years he has been directly responsible for image and data capturing, quality control, and delivery of final projects. Sani is involved in every aspect of data and imaging, and will work closely with you to coordinate the project schedule. As work progresses, he will keep you informed of the status and timeline.

Cott Systems is familiar with and understands Kentucky Department for Libraries and Archives (KDLA) provisions and quality control standards. We have reviewed the RFP and will meet all specifications.

SECTION 3**Pricing****cott
systems****Onsite Scan of Loose Books, TIFF images****\$17,690**

Cott Systems will provide the services to electronically capture and catalog images of the records specified. A copy of the digital .Tiff images will be provided on portable media.

Security Microfilm**\$7,910**

Create 16mm microfilm. Approximately 30 rolls of microfilm will be generated, on 215 foot rolls. The (30) required diazo copies will be provided once the primary microfilm copy has cleared quality control. Does NOT reflect KDLA Quality Control and Evaluation fees.

Assumptions and Requirements

- Source documents provided by the Customer are assumed to be of usable quality, are complete, and are numbered and presented in sequence.
- Cott will send a team on-site to the customer's location to gather images utilizing Cott's On-site Scanning Process.
- Cott will provide Quality Control for sequencing and naming of images to match the actual page numbers or instrument numbers on the documents.
- Cott will utilize digitizing settings that apply to the largest majority of the images during the data capture process.
- Based on onsite examination on March 7, 2019.
- Includes shipping.

Type	Date Range	Book Range	Total Images	Binder Type	Size
Miscellaneous Books: Oil and Gas Leases Encumbrances Power of Attorneys Articles of Incorporations	1975-1998	1-112	100,800	Loose	8.5 x 14
Wills	1974-2005	1-49	44,100		

Total Estimated Images: 144,900

Pricing Authorized by: Deborah A. Ball
Deborah A. Ball, Chief Executive Officer

Date: 3/19/2019

PLEASE NOTE: The pricing in this offer is valid through 9/19/2019. After this date, this offer will be priced at the current rate.

SECTION 4: References

cott
systems



Kenton County, Kentucky

CONTACT Gabrielle Summe, County Clerk
303 Court Street | Covington, KY 41011
(859) 392-1660 | gabrielle.summe@kentoncounty.org

Christian County, Kentucky

CONTACT Mike Kem, County Clerk
511 South Main Street, Suite 15 | Hopkinsville, KY 42240
(270) 887-4109 | michael.kem@ky.gov



Daviess County Clerk

Presented by Avenu Insights and Analytics



The Daviess County Clerk
Micrographics Services

3.22.2019

WWW.AVENUINSIGHTS.COM



March 22, 2019

Leslie A McCarty
Davies County Clerk
212 Saint Ann Street
Owensboro, KY 42302

Dear Leslie,

Thank you for the opportunity to submit our proposal for scanning the County's books as outline in your RFP. Our response is comprehensive and fully compliant with your RFP requirements and we are prepared to start immediately.

I was delighted to visit your office on March 6, 2019. During this visit it was very helpful to physically view the books and look at the office space to fully understand the current conditions of the books and to view the office space that will be made available to perform the scanning of the books.

Our proposal includes Automated Digital Magic. This additional process will help insure that the resulting scanning process will be greatly improved compared to vendors who may not offer this additional process in their proposals. We look forward to the opportunity to provide and deliver quality services to the County of Daviess and appreciate the opportunity to develop a long lasting partnership with the County.

Please feel free to contact Charles "Woody" Carter, SR. Sales Executive by email at Charles.carter@avenuinsights.com or by phone at (937) 272-7766 with any questions.

Best Regards,

A handwritten signature in blue ink that reads 'Charles W. Carter'.

Charles "Woody" Carter
Client Sales Executive
charles.carter@avenuinsights.com
937-272-7766 M

1.0 Profile of Offeror - Company Background

At Avenu we improve the way businesses and governments interact with their customers, employees, and constituents delivering client value by modernizing the constituent experience.

Avenu Insights & Analytics is the nation's leading single-source provider of land records systems and computerized document indexing, imaging, microfilming, workflow, and recording solutions. Avenu has a long history of helping state and local governments better serve their citizens through a broad range of systems and services. Our unique combination of program innovation, operational strength, and business flexibility aids governments in achieving operational and public service improvement objectives.

We are the globally recognized leader in imaging technology, having provided large volume document imaging services to customers for over 40 years. Since our founding, we have maintained our focus on putting clients first. We are extremely proud of our proven success record of providing strategic value, business results, and operational improvements to our clients. Avenu is open to negotiate terms, should Daviess have any in addition to that already provided in the RFP.

Company Facts

- Providing our state-of-the-art Solutions to State & Local Government offices for over 40 years
- 3,000 County, City, State and municipalities nationwide
- 985 employees
- Our Digital Document Processing Division has 118 staff dedicated to conversion services
- 2 Certified Labs, NY & TX

History

The history of our group begins when Hall McChesney commenced providing books to counties for recording land records by hand. Business Records Corporation (BRC) of Dallas, Texas acquired Hall McChesney in 1981. Over the next two decades, BRC emerged as the leading provider of records management products and services. Affiliated Computer Services (ACS) purchased BRC in 1999 and became part of Xerox Corporation with their acquisition of ACS in February 2010.

In January 2016, Xerox Corporation announced it would separate its technology and services businesses into two independent, publicly traded companies, both of Fortune 500 scale. The separation was concluded on January 1, 2017. The business process services, or BPS, business of Xerox Corporation is now being conducted under the new name of Conduent, Incorporated ("Conduent, Inc.") and in August of 2018, Avenu Insights and Analytics acquired Conduent.

Under Avenu, there have not been any changes in the services delivered, the people providing them, or our full commitment to meeting the technical requirements and service level agreements specified by RFPs.

Figure 1.0-1 Provides a graphical view of our history

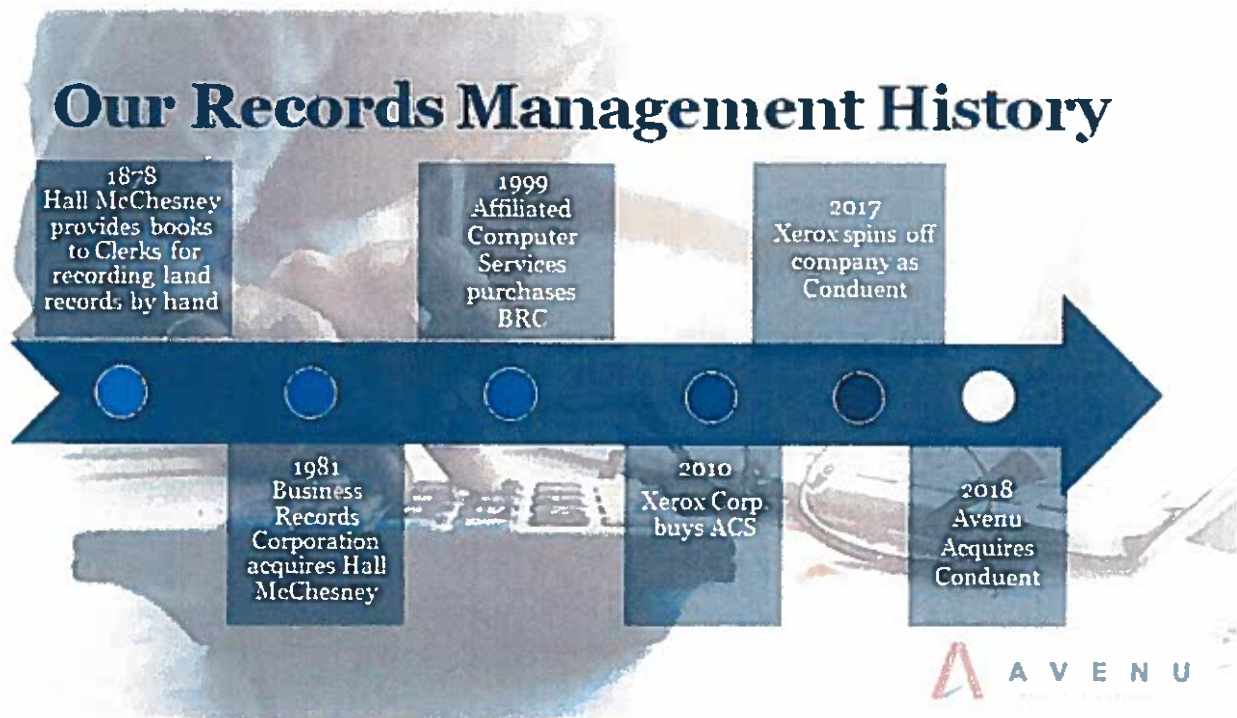


Figure 1.0-1 History

Experience Leader in imaging technology

We are the globally recognized leader in imaging technology, having provided large volume document imaging services to customers for over 40 years

Avenu is the largest supplier of services to the state and local government market in the United States providing leading-edge Image Enabled applications for over 40 years. Our core business is government land records management. We have offered digital image conversion and indexing services and archival microfilm processing since the 1970's. We are the only U.S. company that provides both computerized records management systems on a variety of platforms and all the micrographic, digital imaging, and related functionality that counties need all entirely in-house.



Our staff pioneered the introduction of computerized services into local governments. As early as 1976, our staff members developed large-scale, on-line database management systems. This same staff introduced microcomputers into local government in 1979, two years ahead of the introduction of the IBM PC

The experience of our people, the satisfaction of our clients, and our culture all combine to make the difference.

Experience and scope of services to County Clerk

Avenu experience is demonstrated in our scope of services provided to our customers. We provide daily services for 225 recording offices nationwide, and our experience and depth of knowledge of recorded documents in Kentucky and nationwide spans decades. Our experience of historical documents is illustrated by our breadth of services over 40 years.

- Create daily Microfilm for 135 counties
- Index 250,000 land records documents monthly, processing over 1M pages a month
- Scanned Document Records back to Sovereignty
 - Plat Scanning and Filming
 - High speed document scanning
 - Bound Book Scanning "White Glove"
 - High-speed film-to-image and image-to-film conversion
 - Full service indexing & verification
 - Compact books creation
 - *Super Search (OCR) anywhere access website for document hosting.*
 - Electronic recording/filing
 - Redaction
 - Internet hosting & delivery of land records
 - Microfilm and tape storage
 - On-site system installation, training, and implementation services
 - Customized conversion services
 - Award-winning archival microfilm services
 - Archival storage services
 - Real-time online indexing services
 - Book re-creation/preservation services
 - Disaster recovery and security
 - Land Records management & imaging systems

Avenu is a Certified vendor of the Kentucky State Archives.



Image #1 18"x22" Example of Bound Book for scanning

Special attention is paid to handwritten notes and stamps tucked in the margins of book pages. These notes are critical to the chain of custody for the Property it represents.

We intimately understand the challenges of scanning books that have been available for public use. Years of use creates smudges, faded pages, and human oil residue aging on the documents over time. Our Image enhancement technologies are proprietary and refined over decades of scanning documents in varying stages of use.

By scanning the page with a gray scale scanner and saving as a JPEG image, we can analyze each variation that exists on the page. The process we use programmatically analyzes each JPEG image and pixel calculating a histogram of each page.

The histogram allows for a determination to be made between the various shades of gray as to which shade should be black and which should be white. Avenu developed special features in the software to handle documentary stamps, seals and signatures, as well as remove borders and hole punches, while preserving information written in white borders.

100% of all images are verified for clarity, alignment, contrast and dots per inch (DPI) to ensure image quality.

Experienced Team Dedicated to Excellence

We propose a seasoned team with proven knowledge and experience, along with highly skilled technical resources necessary to help move the program into the future.

Avenu recognizes the success of the project hinges on the quality of staff and the ability of the project organization to work effectively toward common goals and success. We propose a seasoned team with proven knowledge and experience, along with highly skilled technical resources necessary to help move the program into the future

Team Dedication and Experience. Our average staff member has been with us for over 15 years.

Demonstrated Capability. We have exhibited our capabilities, ethics, and integrity over a long period of service to State and Local government entities. We look forward to providing the Daviess County Board of Commissioners with proven methods along with the high level of support and services needed to deliver a successful project.

Market Differentiators. Three things set us apart from other providers: our spectrum of services, our experience, and our resources. We are a single-source comprehensive full-service provider, not just a software and equipment marketer, we provide computerized indexing, record systems, and related services with roots in land records dating all the way back to 1878.

Key Staff Members identified for your project:

- **Robert DeBarr** – Two decades of experience in on-site scanning, image enhancement, and project management.
- **Sue Petersen** -- Two decades of experience in image QC, various naming conventions, and project management.
- **Cindy Rountree** – Operations Manager overseeing all aspects of Digital Services production and Certified PMP.

2.0 Special Conditions

The below where listed in the Invitation for Bid Proposal.

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives, or from offerers who use certified laboratories to process their microfilm.

Answer: Avenu, formerly Conduent, has a microfilm processing lab that is certified by the Kentucky Department for Libraries and Archives.

2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.

Answer: Avenu agrees to and complies with this requirement.

3. Copies of digital images created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.

Answer: Avenu will copy all resultant images in project scope to an external hard drive and deliver drive to the Kentucky Department for Libraries and Archives upon completion and remove any images from our server and backups.

4. Offerers will supply all required diazo copies to the Kentucky Department for Libraries and Archives of any microfilm created as a result of the project once the primary copy has cleared quality control.

Answer: All required diazo copies created as a result of the project will be supplied to the Kentucky Department for Libraries and Archives once the primary copy has cleared quality control.

5. Roll microfilm used in this project must be polyester based.

Answer: Avenu uses polyester-based microfilm and this microfilm will be used for this project.

6. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.

Answer: Avenu uses 215ft polyester-based Kodak microfilm. We anticipate the Miscellaneous Books will require 19 rolls of microfilm and the Will Books will require 9 rolls of microfilm.

7. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.

Answer: Avenu understands this requirement and complies.

8. Offerers for services must make an on site examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the on-site examination was made.

Answer: Avenu personnel, Charles Carter, made and onsite visit for examination of materials on March 6, 2019 and understands the special conditions and needs required for this project.

9. Clarification of terms, descriptions, conditions or specifications for equipment/supplies is the sole responsibility of the offerer.

Answer: Avenu owns high-end scanning equipment and will be responsible for all supplies and equipment associated with the scanning of this project.

10. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.

Answer: Avenu understands this requirement.

11. Offerers must provide services or materials within the term of the grant following the beginning of the FY 2020 and subsequent availability of state funds.

Answer: Avenu understands this requirement.

12. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.

Answer: Avenu is open to negotiate terms upon review of the obligation statement.

13. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.

Answer: Avenu understands this requirement.

2.1 Work Plan

The successful outcome of any project implementation efforts depends on an understanding and an adherence to project management principles and guidelines. Avenu has extensive experience in managing projects for on-site digitization of Records Books. We are very versed in the scanning of historically significant and fragile documents as well as scanning of business critical records. We look forward to bringing this expertise to your archival project.

Avenu has key staff who are subject matter experts (SME) in their field. They bring decades of experience to each project. We utilize fully-trained staff members that allow us to start the project quickly and effectively within days of contract signature.

The steps involved in a project of this size and complexity are as follows:

- 1. Perform an onsite inventory of all Record Books in scope to determine if any special handling or additional equipment will be needed onsite. We will have high end continuous feed scanners, bound book scanner and wide-format scanner for this project.*
- 2. Set up a meeting with key players in Avenu and Daviess County. The purpose of this kickoff meeting is to discuss the full scope of the project to ensure Avenu delivers the quality product Daviess County expects. We will review any anomalies that would require special handling and our proven Avenu approach.*
- 3. Scan team will set up required hardware in area designated by the County.*
- 4. Scanning will commence, utilizing our expert scan team, high-end scanners and quality control team.*
- 5. All pages will be scanned to a JPG file to capture the closest representation of the original image.*
- 6. The JPG files will be converted to 200 dpi, Group IV Tiff images.*
- 7. All images will be reviewed by an operator and any file that is flagged as poor quality will be sent to the QC team for additional image enhancement to obtain the cleanest, sharpest image possible.*

3.0 Identification of Technology

Avenu's Image Enhancement Technologies were developed in house and over time has "learned" to understand pixel density, has the ability to analyze the image and programmatically automated the enhancement those images. As other vendors offer enhancements of "ONLY" 10% of your documents we will use our automated "Digital Magic" on every page.

Avenu Developed Technologies

We are both a Technology and Services Company. Serving as one of our core competencies, Avenu's image conversion line of business has created solutions to better serve our customers. We have developed software called "PPA" for all scanning and data capture, utilizing SQL server databases in a highly scalable, multi-threaded environments with failover and redundancies protocols that can easily process 1,000 pages or a million pages that is only limited by the amount of hardware we use.

Using our in house proven Solution and developed toolset for image enhancements "Digital Magic" and industry tools like Image Express offers a Best in Breed solution when converting any media to digital images.

PPA offers overall workflow and monitoring feeds that drill down to the user level, these data analytics are ported into our Reporting/Tracking Modules. This reporting module monitors current processing levels and quality measurements at the project level that allow us to identify processing issues or staff issues during processing for immediate remedy.

To accomplish scanning tasks, we use medium and high volume production scanners. These scanners provide Virtual Rescan functionality and integrate with Kofax Ascent Capture 10.4.0 software. Our scanners are capable of providing black and white (bi-tonal) or color images in a variety of resolutions (100 – 600 dpi). Our devices capture documents in a variety of paper weights and sizes from 2.5 in. x 5 in. to large format scanners up to 36" wide documents/drawings. Larger format PLAT scanners are available as needed.

Avenu Developed Technologies – Image Enhancement "Digital magic"

Digital Magic was designed specifically for the image capture and re-creation of poor quality originals such as old negative page books. The Digital Magic process is an Avenu developed technology exclusive process to preserve your records. We digitally scan your original books in your office, then using our unique programs; convert them to CD, DVD, Microfilm/fiche or Printed Books.

The Digital Magic process reverses the polarity of the image. This process provides a far more readable document then is contained on the page in your books and plats. By scanning the page with a gray scale scanner and saving as a JPEG image, we are able to analyze each variation that exists on the page.

The process that is used by Avenu programmatically analyzes each JPEG image and pixel calculating a histogram of each page. The histogram allows for a determination to be made between the various shades of gray as to which shade should be black and which should be white.

Avenu developed special features in the software to handle documentary stamps, seals and signatures, as well as remove borders and hole punches, while preserving information written in white borders. A TIFF image is generated as a result, allowing for a smaller file size for storage on the retrieval system. A final analysis is made by an operator to ensure the quality and integrity of the converted image.

The original JPEG image is also saved. This process is the most exacting process available for producing a quality document, recovering much of the document information which has been un-recoverable using other techniques.

Digital Magic Technology offers

- ◆ Original scanned JPG images archived as backup and preserved for future processing
- ◆ Digital Magic is capable of reporting missing pages and processing attachment or duplicate pages, i.e. Page 28, 28a, 28b, etc.
- ◆ Black borders, speckles and image imperfections are detected and cleaned or removed.
- ◆ Conversion of original scanned JPG Photostat images (white on black) into Group 4 TIFF images (black on white) using software capable of automatically analyzing images by zones to produce an image with uniform density. Marginal notes on images are preserved and borders are black on white.
- ◆ A quality control function is performed to manually review all images and ensure that all data, seals, stamps and signatures, etc. are converted to original image quality.
- ◆ Analyzing of each area or zone on the image without modifying or changing the content of the image.
- ◆ Provide images as Group 4 TIFF on DVD or external hard drive with an ASCII text file index of Book Type, Book, Page, and Image Number indexed.
- ◆ Store the results on DVD or USB hard drive.
- ◆ Original scanned image is maintained along with the enhanced image

Figure 2 Example of Digital Magic Technology

Manual GrayScale (0-255)

Composed Image Size

Manual GrayScale (0-255)

1 1746200

Control (Z-43)

2 104200

1 2 17 L D

Min 50 Max 150

32 36 160 224

54 120 180

100 90 25 10

Hotkey: Other Gray Regions

Area Hotkey: Pattern Colors

Edge Hotkey: Post Gray

Black and White Image Clean-Up

INVERT DROP DESKEW

Remove Borders UNDO

Remove Borders ERASE IN

Remove Holes ERASE OUT

Little Middle Large Chn

PhotoNet Map SAVE Exit

THE STATE OF TEXAS.

County of Sevier

Notary Public

Sevier Blair

day of Aug 19 1967

2 P. Billingsley, County Clerk, Sevier County, Texas.

THE STATE OF TEXAS.

County of Sevier

Notary Public

Sevier Blair

day of Aug 19 1967

2 P. Billingsley, County Clerk, Sevier County, Texas.

3.

Sevier Blair, the undersigned authority in and for Sevier County Texas on this day personally appeared

day of Aug 19 1967

2 P. Billingsley, County Clerk, Sevier County, Texas.

Avenu has the experience staff, hardware, software and supplies necessary to complete Daviess County Scanning project and looks forward to exceeding your expectation.

Three things set us apart from other providers: our spectrum of services, our experience, and our resources. We are a single-source comprehensive full service provider, not just a software and equipment marketer, we provide computerized indexing, record systems and related services with roots in land records industry with experience in scanning counties books back to sovereignty.

4. Itemized Price Quote

Avenu will provide the staff, hardware, software and supplies necessary to complete the on-site scanning of estimated 161 books for approximately 159,390 pages.

Avenu has extensive experience in managing projects for on-site digitization of Records Books. We are very versed in the scanning of historically significant and fragile documents as well as scanning of business-critical records. We look forward to bringing this expertise to the Daviess County Clerk's office.

Included in our per image price per page:

- 100% of all pages are verified for completeness and inventoried prior to scanning
- 100% review of each scanned image is manually verified for quality
- 100% of all images are cropped to reduce black borders, deskewed as needed.
- 100% of all images are processed with Automated Digital Magic
 - De-skewing: Straighten images that are crooked due document placement in the books
 - De-shading: Lighten gray-shaded backgrounds found on some forms or areas within forms
 - De-speckling and Streak Removal: Remove excessive speckling and streaks caused by dirty pages, and due to handling by public.
- 100% of all images will be checked for clarity, alignment, contrast and dots per inch (DPI) to ensure image quality.
- Avenu will check each page to ensure that all pages from the books are captured and every document is complete.
- Avenu will Index each Book by Book Name, Volume # and book page.

Description of Services	# of Books	# of Pages per Book	Per Page cost	# of Images	Total Costs
Loose Leaf Book Scanning					
Will Books 1-49	49	990	\$.14	48,510	\$ 6,791.40
Miscellaneous Books 1-112	112	990	\$.14	110,880	\$ 15,523.20
Automated Image Enhancements			n/c	159,390	\$.00
				Total Project	\$ 22,314.60

The Project total is based on the estimated number of pages. Only actual pages scanned will be billed to county.

Richard House

From: Richard House
Sent: Friday, March 29, 2019 8:45 AM
To: 'mike.howser@avenuinsights.com'; 'sshafer@cottsystems.com'; 'klegate@us-imaging.com'; 'chuck@courthousecomputersystems.com'; 'klegate@us-imaging.com'; 'trace.kirkwood@drmsusa.net'
Cc: Leslie McCarty
Subject: Microfilming of 47 Books

Dear Vendors,

You recently bid on digitization project for the Daviess County Clerk's Office. This was the primary project of which we were also going to have security microfilm produced on these records. What we didn't know when we sent this out was that many of these books had been already microfilmed; however, we have since learned that 3 Will Books and 38 Misc. Books need yet to be microfilmed. We don't know if any of you would be interested in just microfilming these records, because the digitization project has been awarded to Courthouse Computer Systems for \$13,790.

When we received the initial proposals, you included for all 161 Books or you didn't list the microfilming at all. Since we now have this information, we would like to ask that you resubmit (if you choose) a proposal solely for the microfilming of Will Books 47-49 and Misc. Books 1-38 and please include information on diazo copies as well as how you would like the images presented to you. Please submit this as soon as possible, but no later than April 8, 2019 by 2:00PM CST. Since you were the only vendors who originally submitted proposals, you are the only ones being contacted on this matter.

As always, thank you for your time and consideration. We appreciate all of your help with this. Have a great weekend.

Sincerely,

Richard House
Daviess County Chief Deputy Clerk
P.O. Box 609
Owensboro, KY 42302-0609
270-685-8434 Ext. 3214
rhouse@daviessky.org



Updated Proposal - Response to Bid

Microfilm Services

Leslie A. McCarty, County Clerk
Daviness County, Kentucky

April 4, 2019

Cott Systems, Inc.
2800 Corporate Exchange Dr.
Columbus, OH 43231
(800) 234-2688 | www.Cottsystems.com

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Leslie A. McCarty
Daviness County Clerk's Office
212 St Ann Street
Owensboro, Kentucky 42302

Cott Systems, Inc. is pleased to respond to the Invitation for Bid Proposal for Microfilm Services for the Daviness County Clerk's Office. Our extensive experience within the local government industry uniquely positions our company to effectively and efficiently meet the needs of your office today and in the future. Cott Systems is a 3rd generation company providing document recording solutions to local government for more than 130 years. Headquartered in Columbus, Ohio, Cott Systems is dedicated to serving the information management needs of local offices like yours.

Our services will be delivered by a team of experienced and knowledgeable professionals who will support you during all phases of the project. Sheila Shafer, who represents Cott Systems in Kentucky, is authorized to serve as your contact regarding our submission. Sheila's contact information is below:

mobile: (513) 910-9206

e-mail: sshafer@cottsystems.com

Thanks again for the opportunity to provide microfilm services. We look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Hellbusch".

Mark Hellbusch | President

Cott Systems, Inc. | 2800 Corporate Exchange Dr. | Columbus, OH 43231
o) 800-234-2688 | e) mhellbusch@cottsystems.com

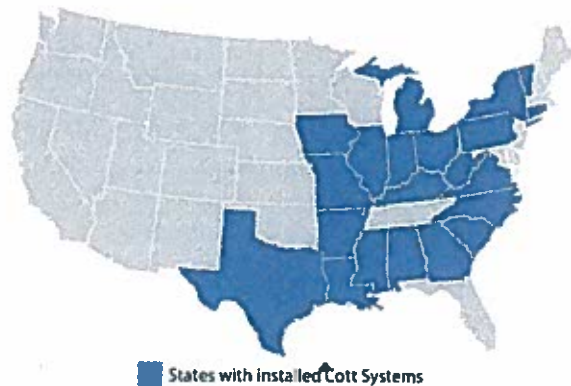
SECTION 1:

Cott Systems Company Overview



An innovator in public records management for more than 130 years, Cott Systems is today's technology leader for recording, imaging, and searching land and court records. We deliver new technologies and services for local governments by employing real-time information and workflow automation, data management and migration, professional services, hosted cloud computing, and disaster planning services.

Our deep roots in the records management industry have given us experience and knowledge unmatched in the market. As we continue to expand our innovative systems for recording, imaging, and searching records, Cott Systems not only builds effective solutions that save local government offices time and money, we build partnerships that our customers and their constituents can count on. We collaborate with our customers to ensure their experiences with our company and software solutions are of the highest value. Our industry-leading research and development process includes significant customer involvement.



Headquartered in Columbus, Ohio, Cott Systems, Inc. is a privately held corporation certified by the Women's Business Enterprise National Council (WBENC). Cott Systems is actively involved in many industry organizations such as IGO, PRIA, and state associations. While we continue to grow our staff with new talent, we also have an impressively tenured workforce of over 80 full-time associates with many reaching 20, 30, and even 40 years of service. For more information on Cott Systems, please visit our website at cottsystems.com.

History of Products and Services

Cott Systems has been delivering innovative products and services since our inception in 1888, when we served local governments by designing innovative manual index systems. As early as the 1930s, our staff was reindexing old, inefficient systems into Cott Systems developed indexes praised by the searching public for their effectiveness. You can still find many of these paper-based indexes in county offices today.

With the rapidly changing world of technology, we enhanced our relationship with local governments by expanding our company as a service bureau in 1964. As computer advancements became more affordable, we continued to develop systems that made it possible for local governments to improve efficiencies, generate revenue, and dramatically improve service to their constituents. Since installing our first modern records management solution in 1993, Cott Systems continues to capitalize on new technology as we refine and enhance our software and services.

Our accumulated experience drives today's innovative systems for recording, imaging and searching land, court, and other official records in 20 states. Decades of dedication have made us the leader in records management. Our data and image expertise combined with the talents of our technology solutions team make it possible for

Cott Systems to provide all the services a county recorder, town clerk, or register of deeds needs to meet the goals of preserving and modernizing the rich history of their jurisdiction.

Cott Systems Today

Cott Systems offers an extensive array of products and services that help local government officials preserve, protect, record, and digitize the important public records entrusted to their care:

- Our newest land records solution, RecordRoom, is a web-based system that offers the latest cloud technologies with a simple, easy-to-use interface.
- Online Index Books delivers digital representation of original historical records and indexes online to the viewing public.
- Our robust Resolution3 land records management system provides all the tools for recording land record documents, including online system access, eCommerce, eFiling, and eRecording.
- Verdict case management system is a comprehensive solution for the entry, management, and disposition of court cases in local Clerk of Court offices.
- Cott iQ is our revolutionary intelligent search that crosses all of our product offerings and powers RECORDhub, our new revenue-generating public access solution.
- Complementing our software systems are data and imaging services that include historical redaction, backfile imaging, reindexing, books, binders and paper, index printouts, and microfilm.

The Cott Systems Philosophy

Our people and technology have focused on one goal for more than 130 years: helping local land records officials and clerks of court deliver exceptional service to the public. Superior products and extraordinary services drive our growth. To succeed, we continue to focus on a culture of innovation and execution. We pride ourselves on three company values:

1. **Innovation** – We continuously push research and development forward with one objective - helping our customers advance to the next level of efficiency, service, and data integrity. This investment has resulted in 13 pioneering products since 2005 that lead the industry with cutting-edge technology.
2. **Customer Service** – Our people care about this business and our customers' success. Our associates are driven to help our customers solve issues and implement programs that support their operations. We are committed to creating and maintaining the highest level of customer satisfaction.
3. **Dedication and Experience** – Our focus on the officials responsible for records management in local government is possible because our dedicated team has a wealth of experience and knowledge. Cott Systems is committed to protecting our greatest asset by offering competitive compensation packages and a friendly, family-oriented work environment.

SECTION 2: Microfilm Services



Microfilm allows you to archive copies of your essential documents in a format that can last for hundreds of years when handled and stored properly. Microfilm also serves as an important defense against the loss of data due to disaster. When created from digital images, microfilm providing superior quality compared to traditional methods using a camera. Digital imaging offers enhanced quality-control features, and microfilm created from digital images can be produced as high quality silver copies. Cott Systems has decades of experience producing security microfilm for our clients. Our lab is Eastman Park certified for document processing, so you can be sure you are getting the highest quality microfilm.



Since 2013,
Cott Systems has worked with over
200 customers to produce:

10,000+ rolls of microfilm

Containing more than
22 million images

When we receive your images, we will review and compare them against previous images to verify that no data gaps exist. If a gap appears, we will contact you to identify the issue and help resolve the problem. When this step is complete, the series of images is officially logged and an internal workflow sheet is generated. To ensure quality, we track each image, inspecting them for discrepancies before committing any images to microfilm. Image suitability and quality are assessed, and images are prepared in accordance with current state-mandated microfilm requirements for optimal density levels, reduction ratios, and diverse target sheets. Using laser technology, the digital data is transferred

onto microfilm, and then the microfilm is developed. Each roll of microfilm must pass our rigorous quality control inspection. Finish film is labeled to identify its content and matched against the workflow sheet prior to its release. In addition, directories of the microfilm contents are incorporated into the film. Your finished film will meet all state requirements American National Standards Institute [ANSI] archival requirements for permanent records.

Superior Microfilm Service from Cott Systems

- Computer logging and tracking of each image ensure
- Frequent, random quality checks and recommendations for remediation, if needed
- Inspection for and notification of suspected missing data
- Sequential placement of missing pages before committing images to microfilm
- Meets or exceeds all state and industry archival guidelines

Sani Alisic, Data & Image Services Senior Manager, has been with Cott Systems for over 20 years and for the past 12 years he has been directly responsible for image and data capturing, quality control, and delivery of final projects. Sani is involved in every aspect of data and imaging, and will work closely with you to coordinate the project schedule. As work progresses, he will keep you informed of the status and timeline.

Cott Systems is familiar with and understands Kentucky Department for Libraries and Archives (KDLA) provisions and quality control standards and will meet all specifications.

SECTION 3**Microfilm Pricing****Security Microfilm****\$2,110**

Create 16mm microfilm.

Approximately 8 rolls of microfilm will be generated, on 215 foot rolls.

The eight (8) required diazo copies will be provided once the primary microfilm copy has cleared quality control.
Does NOT reflect KDLA Quality Control and Evaluation fees.**Assumptions and Requirements**

- A copy of the digital .TIFF images will be provided by the Customer on portable media.
- .TIFF images are assumed to be of usable quality, are complete, and are numbered and presented in sequence.
- Cott will utilize digitizing settings that apply to the largest majority of the images.
- Based on onsite examination on March 7, 2019.
- Includes shipping.

Type	Book Range	Total Images	Size
Miscellaneous Books: Oil and Gas Leases Encumbrances Power of Attorneys Articles of Incorporations	1-38	34,200	8.5 x 14
Wills	47-49	2,700	

Total Estimated Images: 36,900
Pricing Authorized by: Deborah A. Ball
Deborah A. Ball, Chief Executive Officer
Date: 4/4/2019

PLEASE NOTE: The pricing in this offer is valid through 10/4/2019. After this date, this offer will be priced at the current rate.

SECTION 4:

References



Kenton County, Kentucky

CONTACT Gabrielle Summe, County Clerk
303 Court Street | Covington, KY 41011
(859) 392-1660 | gabrielle.summe@kentoncounty.org

Christian County, Kentucky

CONTACT Mike Kem, County Clerk
511 South Main Street, Suite 15 | Hopkinsville, KY 42240
(270) 887-4109 | michael.kem@ky.gov



April 8, 2019

Hon. Leslie McCarty, County Clerk
Daviess County Clerk's Office
P.O. Box 609
Owensboro, KY 42302-0609

Dear Ms. McCarty:

I've attached DRMS's bid to convert the images for 47 books to security microfilm. DRMS is certified by the Kentucky Department for Libraries and Archives (KDLA) to create security microfilm, and our company has completed dozens of microfilming projects for the Local Records Program. I appreciate the opportunity to earn your business.

If you have any questions, feel free to contact me.

Sincerely,

Trace Kirkwood, Marketing Mgr.
DRMS, Inc.
270-519-9293
Trace.kirkwood@drmsusa.com

1400 Husbands Road
PO Box 7256 Paducah KY. 42002-7256
270-443-1610



April 8, 2019

**A PROPOSAL TO SECURITY MICROFILM PERMANENT, VITAL RECORDS
FOR THE DAVIESS COUNTY CLERK'S OFFICE**

Convert digital images to security microfilm following the guidelines set forth by the
Kentucky Department for Libraries and Archives:

38	Miscellaneous Books, #1-38	
3	Will Books, #47-49	\$2,800.00
	Document Preparation	\$1,408.00
	Sixteen (16) Rolls of 16mm X 110" Security film	\$ 480.00
	Processing 16 rolls of security microfilm	\$1,280.00
	Developing Rolls of film	\$ 400.00
	Diazo copies of microfilm	\$1,600.00
	Total Cost of Project	\$7,968.00

1400 Husbands Road
PO Box 7256 Paducah KY. 42002-7256
270-443-1610



P.O. Box 9393
Chapel Hill, NC 27515

March 26, 2019

Prepared For:

Leslie A. McCarty
Daviness County Clerk
P.O. Box 609
Owensboro, KY 42302

The cost for converting to microfilm for only Wills 47-49 and Miscellaneous Books 1-38 is \$2400.00

Sincerely,

Chuck Roederer